



Alaska Department of Transportation & Public Facilities

REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART

A

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ISSUING OFFICE

Agency Contact & Phone No..... : Rebecca Douglas, (907) 269-0728

Contracting Division..... : State of Alaska Department of Transportation & Public Facilities, Statewide Aviation

PROJECT

RFP NUMBER..... : 25202056

Project Numbers-State/Federal..... : CFAPT00484 / AIP 3-02-0000-024-2018

Project Site (City, Village, etc.)..... : Various Statewide Airports

Project Title & Contract Description..... : Continuing Alaska Aviation System Plan (AASP) Phase III

The Contracting Agency is seeking professional services to complete Phase III of the AASP. The selected Contractor shall examine the existing aviation system, update inventory information, analyze future trends and policy issues, and determine the type, extent, location, timing, and cost of airport development needs in the State of Alaska. Services are anticipated to include Planning, Public Involvement, Website Development, an Airport Capital Improvement Plan, and related activities.

SCHEDULE & PAYMENT

Anticipated period for initial performance-Begin/End: May 2020 / May 2021.

Estimated amount of proposed contract:

☐ Less than \$200,000

☐ \$200,000 to \$250,000

☐ \$250,000 to \$500,000

☐ \$500,000 to \$1,000,000

☒ \$1,000,000 or greater

Proposed Method(s) of Payment:

☒ Fixed Price Plus Expenses (FPPE)

☒ Firm Fixed Price (FFP)

☒ Other: Time & Expenses

☒ Cost Plus Fixed Fee (CPFF)

SUBMITTAL DEADLINE AND LOCATION

OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250).
ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.

DATE: **March 26, 2020**

PREVAILING TIME: **4:00 PM**

HAND DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):

Kathleen Bridenbaugh, PSA Unit Supervisor
Department of Transportation & Public Facilities
4111 Aviation Avenue
Anchorage, AK 99502

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.
 - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

General Conditions of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement."

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.
4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).
5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).
6. Substitution for any personnel named in a proposal may result in termination of negotiations.
7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.
8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**
9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers, Land Surveyors, or Landscape Architects (A/E, LS or LA)) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.
 - 9.1 If the services performed do not require an A/E, LS or LA, then all Offerors including any A/E, LS or LA must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).
 - 9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7 and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.
10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed \$250,000.

For contract amounts less than \$250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract: ☐ is not required

☒ is required as shown on DOT&PF Form 25A269.

13. The proposed contract ☒ will ☐ will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference: ☒ None ☐ As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program.

The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website <http://www.dot.alaska.gov/cvlrts/index.shtml>

15.3 The Department intends to send notices (including Notice of Intent to Negotiate, and Notice of Intent to Award) to Offerors by using the email address provided the Offeror's submitted Part D. Such delivery of an email sent by the Department is complete upon receipt in the addressee's email account. An email sent after 4:30pm shall be deemed to have occurred at the opening of business on the next working day. By submitting a response to this RFP, all Offerors consent to the use of Electronic Mail as described herein.

15.4 Interested parties are reminded that the Agency point of contact is noted on page 1 of this section, and all questions and requests for information shall be directed to this individual.

15.5 The Federal Aviation Administration (FAA) requires each state to maintain a comprehensive airport system plan, and has dedicated grant funds annually to this effort. The FAA recommends updates to the plan continuously, or at a minimum every five years. The AASP was last comprehensively updated in 1996, and portions of the plan were updated in an effort spanning from 2008 to early 2013 (Phase I), and 2014 to 2019 (Phase II). The professional services under this RFP are intended to complete the most recent update of the AASP, and to carry on the continuous nature of aviation system planning.

15. Special Notices (cont'd):

15.6 The initial period of performance will be one year. Four additional 1-year extensions are anticipated to be added by contract amendments, as FAA grant funding becomes available.

15.7 Year 1 concentrates on the planning stage of the project, and how to effectively and efficiently create and update components of the plan. The results of these efforts will dictate how much funding will be needed. It is anticipated that years 2 and 3 will conduct the inventory update and implement recommendations from the prior year and phases; and years 3 and 4 will analyze updated information. The final portion of the project will focus on recommendations to improve Alaska aviation system, based on findings from analysis and studies.

15.8 Information related to AASP Phases I and II can be viewed at this public website: www.alaskaasp.com

15.9 Previous project documents for Phases I and II may be found on the Department's internal website <http://www.alaskaasp.com/Documents.aspx>. To gain access, contact Rebecca Douglas at (907) 269-0728 or rebecca.douglas@alaska.gov.

SUBMITTAL CHECKLIST

PART

B

Offeror may use left margin to check off items when completed.

An Alaska Business License is required of Contractors who do business in Alaska at time of award (AS 36.30.210(e)).

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material, and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten (10) Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D, rfp-d.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.

- [] 6. Price ☐ is ☒ is not an evaluation criterion for the proposed contract.

If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.

- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.

- [] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **Eight (8)**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

CAUTION: Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

[] 9. N/A

[] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**

[] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** – attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of Submittal.

[] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **Seven (7).**

[] 10.3 If **Billing Rates and/or Price Proposals** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.

[] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall **not** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)

[] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.

[] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

EVALUATION CRITERIA

PART

C

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 15

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response.

2. Methods

2. Weight: 20

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

Describe any additional tasks or activities and illustrate how they will substantially improve project results. Demonstrate your team's ability to move beyond the scope of tasks listed in prior phases and relevant state and national aviation issues.

3. Management

3. Weight: 5

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion. Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office*, and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff

4. Weight: 20

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Website Development and Programming (also see criterion #8)
4. Technical Writing (QA/QC)
5. Civil Engineering*
6. Video Production

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Continued Next Page

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three professional references (contact persons and telephone numbers) for each person.

5. Workload and Resources

5. Weight: 10

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating (include all current contracts statewide with regions, divisions, etc.).

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Past Performance & Quality Control

6. Weight: 20

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of each project, a brief narrative of the successes of the project, and the year of completion. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm's quality control process, and how this process has affected the quality of your deliverables. Use specific examples.

7. Quality of Proposal

7. Weight: 5

Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

8. Website Development and Programming**8. Weight: 10**

Discuss specific past experience in web development and how this past experience will assist you in development of a website that is easily accessible for public and agency users. Demonstrate your team's experience and creativity in the fields of GIS integration, website development and maintenance. Part of the website information includes the review, confirmation and update of the existing airport database as well as finding creative solutions to make a more user-friendly and usable digital system. Describe the QA/QC process for planning and designing new digital workflows.

Response should describe qualifications of proposed staff and previous experience of both individuals and the firm, relating to similar work.

9. N/A**9. Weight: 0**

SECTION II - PREFERENCES

10. Disadvantaged Business Enterprises**49 CFR 26****10. Weight: 0**

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See rfp-a, section 15. Special Notices, paragraph 15.2.

11. Alaska Bidder (Offeror) Preference

23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)

Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

11. Weight: 0

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allowability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)**12. Weight: 0**

Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** – regardless of employer (Offeror or Subcontractor) – **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1. Contract Management	(Estimated at	% of total labor effort)
2. Project Management	(Estimated at	% of total labor effort)
3.	(Estimated at	% of total labor effort)
4.	(Estimated at	% of total labor effort)
5.	(Estimated at	% of total labor effort)

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the **score will be zero if a rate for each listed function is not provided by an Offeror**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

13. Total Price Proposal (Required Format)**13. Weight: 0**

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.

2. **Direct Costs of Direct Labor (DCDL)**

Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

Job Classification	Name	Total Hours	Rate(\$/hr)	Proposed Costs (\$)
--------------------	------	-------------	-------------	---------------------

Total DCDL: \$ _____

3. **Indirect Costs (IDC)**

These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: \$ _____

4. **Other Direct Costs (ODC)**

These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. **Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.**

Item	Quantity	Cost (\$/Unit)	Proposed Costs (\$)
------	----------	----------------	---------------------

Total ODC: \$ _____

5. **Total Proposed Cost**

Sum of DCDL + IDC + ODC

Total Cost: \$ _____

6. **Proposed Fee**

List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ _____

7. **Total Proposed Price**

Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

8. *In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor).*

Response will be scored as follows:
$$\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} = \text{Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors designate preferences on page one of Part D.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum \$5,000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

Alaska Department of Transportation & Public Facilities

PROPOSAL FORM

PART

D

THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

Project Numbers-State/Federal: CFAPT00484 / AIP 3-02-0000-024-2018
Project Title: Continuing Alaska Aviation System Plan (AASP) Phase III
RFP No.: 25202056

OFFEROR (CONTRACTOR)

Contractor:
Street:
P.O. Box.....:
City, State, Zip:
Alaska Business License Number:
Federal Tax Identification No.....:
DOT&PF DBE Certification No. (if any):
Individual(s) to sign contract.....:
Title(s).....:
Type of business enterprise (check one).....: [] Corporation in the state of...:
[] Individual [] Partnership [] Other(specify).....:

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):
[] Alaska Bidder (Offeror) **AND>>** [] Veterans **AND>>** [] Employment Program **or** [] Disabled Persons

PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	<u>AK Business License No.</u>	<u>DOT&PF DBE Certification No.</u>
---------------------------------	--	--------------------------------	---

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors. This proposal is valid for at least ninety days.

Signature: _____
Name: _____
Title.....: _____
Date: _____
Telephone (voice): _____
(fax): _____
Email Address: _____

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporations, Limited Liability Companies, and Limited Liability Partnerships** for Contractors and Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.241). Entities offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain registration prior to contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying or Landscape Architecture (reference AS 08.48.241) that names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering, Land Surveying, or Landscape Architecture** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <https://www.commerce.alaska.gov/web/cbpl>

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

CERTIFICATION – COST AND PRICING DATA

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The Contractor certifies that all costs submitted in a current or future price proposal are allowable in accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – DBE COMMITMENT

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, **only** if specifically requested, and **only** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates.....:
2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.
 - 2a. Direct Labor..... \$
 - 2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:
Fringe Benefits\$
General & Administrative Expenses.....\$

Sum..... \$
 - 2c. Indirect Cost Rate (Sum of 2b / 2a)..... Percent (%):
3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.
4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.
5. Are your accounting methods for recording contract costs based on a job or project identified cost system?
[] Yes [] No If your response is "No", attach an explanation of your project cost accounting system.
6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.
7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?
[] Yes [] No

If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.

CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

Signature: _____
Name: _____
Title: _____
Contractor: _____

Date: _____
Telephone: _____
Fax: _____
Email: _____

Office Address for which this Submittal is made:

Address where Accounting Records are maintained,
if not at Office Address:

Street: _____
P.O. Box: _____
City, State, Zip: _____

:
:
:

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE – A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans

Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services

Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages
Advertising
Interest and Other Financial Costs
Contributions and Donations
Federal Income Taxes
Goodwill

Organization Costs
Lobbying Costs
Bad Debts
Fines and Penalties
Entertainment
Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

IRIS Program No: CFAPT00484
Federal Project No: AIP 3-02-0000-024-2018
Date Prepared: 3/4/2020

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all

times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have **minimum** coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have **minimum** coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

MINIMUM LIMITS OF E&O INSURANCE

Contract Amount	Combined Single Limit, Per Occurrence & Annual Aggregate
Under \$25,000	As Available
\$25,000 to \$100,000	\$300,000
\$100,000 to \$499,999	\$500,000
\$500,000 to \$999,000	\$1,000,000
\$1,000,000 and over	Negotiable

D2.1.5 Professional Liability Insurance required for this Agreement is

\$1,000,000 Minimum

ARTICLE D3**MODIFICATION OF INSURANCE REQUIREMENTS**

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

CONTRACTOR RELATED MODIFICATIONS

- D3.1 ☐ **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.
- D3.2 ☐ **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.
- D3.3 ☐ **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE

When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

- D3.4 ☐ **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.
- D3.5 ☐ **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:
- ☐ Right-of-Way Fee Appraisals
 - ☐ Photogrammetric Mapping Services
 - ☐ Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

OTHER BASIS FOR MODIFICATIONS

(Requires written concurrence from Division of Risk Management)

- D3.6 ☐ Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

CONTRACTING OFFICER

Signature: _____ Date: _____
 Name: _____
 Title: _____

PROPOSED STATEMENT OF SERVICES

APPENDIX B

IRIS Program No: CFAPT00484

Federal Project No: AIP 3-02-0000-024-
2018

Date Prepared: 3/4//2020

Continuing Alaska Aviation System Plan (AASP) Phase III RFP 25202056

ARTICLE B1 INDEX AND DEFINITIONS

B1.1 Index of Articles

<u>Article</u>	<u>Group</u>	<u>Task #</u>	<u>Subject</u>
B1			Definitions
B2			Codes, Regulations, Standards, and Procedures
B3			Administrative Requirements
B4			Project Location and Description
B5			Management
B6			Summary of Contract Services
B7	B	1	System Plan Evaluation
B7.1	B	1.1	Phase I/II Evaluation
B7.1	B	1.2	Airport Classification Update
B8	A	2	Public Involvement
B8.1	A	2.1	Public Involvement
B8.2	A	2.2	Adopt-an-Airport Work Group
B9	B	3	Airport Inventory Planning
B9.1	B	3	System Design and Inventory Planning
B10	(NIC)	4	Airport Inventory Update
B10.1		4.1	System Condition and Need Update
B10.2		4.2	Data Connections
B10.3		4.3	Inventory Reporting
B10.4		4.4	Needs Book Expansion
B11	(NIC)	5	Fleet Analysis
B11.1		5.1	System Fleet Analysis
B11.2		5.2	State Recommended Runway Length Standard Update
B12	B	6	CIMP
B12.1	B	6.1	Pilot Coastal Airport Study (FPPE)
B12.2	(NIC)	6.2	CIMP Work Group
B12.3	(NIC)	6.3	Inspection Reporting
B13	(NIC)	7	Alaska ACIP
B13.1		7.1	ACIP Process Refinement
B13.2		7.2	ACIP Reporting
B14	(NIC)	8	Airport System Video
B14.1		8.1	Airport Video Topic and TAC
B15	(NIC)	9	Final Report and Implementation Plan
B15.1		9.1	Final Report
B15.2		9.2	Brochures

(NIC) is abbreviation for (Not in Contract)

The Contracting Agency reserves the right to add these articles by amendment. However, the Contracting Agency is under no obligation to do so and reserve the right to complete the services by any other means, including the use of in-house forces.

B1.2 Definitions

DOT&PF	Alaska Department of Transportation and Public Facilities
Functional Groups	DOT&PF Design support sections (Environmental, Planning, etc.)
Project Manager	DOT&PF Contract Manager
Contracting Agency	DOT&PF Project Management Team
Contractor	Planning Contractor
AASP	Alaska Aviation System Plan

ARTICLE B2 **CODES, REGULATIONS, STANDARDS AND PROCEDURES**

B2.1 General. Perform all studies, reports, and design services in accordance with applicable codes, regulations and standards; professional practice procedures; and commonly recognized construction methods. Consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

B2.2 Standards and Guidelines. Publications that contain the current aviation standards and guidelines are referenced throughout this Statement of Services. During the period of this agreement these documents may be supplemented, deleted, or revised.

B2.3 Units of Measurement. Use U.S. Customary units of measurement throughout development of the project.

ARTICLE B3 **ADMINISTRATIVE REQUIREMENTS**

B3.1 General. This contract is divided into several tasks. Provide services as identified and authorized by sequentially numbered Notices-to-Proceed (NTP). Do not perform services or incur billable expense except as authorized by an NTP. There is no guarantee that all tasks will be accomplished. The contract may terminate at any stage found to be in the Contracting Agency's best interests.

B3.2 Duplicate Requirements. In combining all the tasks into one contract, duplicate requirements may be encountered during project development in regards to reports, drawings, activities, etc. No duplication is intended. Coordinate all work items internally and with the Contracting Agency to maximize the results from work efforts and eliminate any perceived duplication.

B3.3 Project Staff. All services must be performed by or under the direct supervision of the individuals listed below. Replace, add, or change Project Staff named below only with prior Contracting Agency written approval.

<u>Name</u>	<u>Project Responsibilities</u>
	Contract Management
	Project Management
	Website Development and Programming
	Technical Writing (QA/QC Review)
	Civil Engineering
	Video Production

B3.4 Billing Reports. Submit billings before the 15th of each month. Provide a two-page (typical) report with each monthly billing for months in which services are performed in a format the Contracting Agency approves. Specifically describe the work completed, problems encountered, and the focus of the effort ahead for prime and subconsultants. For each task, list the dollars expended to date, the remaining dollars needed to complete it, and the estimated percent complete. Include supporting documentation such as receipts for reimbursable expenses and a summary of labor charges with all costs clearly identified. Clearly explain in the report any delayed costs from previous billing periods that are included in the current billing.

B3.5 Correspondence. Include the project name and numbers (State & Federal) on all correspondence pertaining to the project.

B3.6 Documents and Reports. Prepare documents with solid black letters and double-spaced lines on white, 8.5 inch x 11-inch bond paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11-inch size. Print original documents and reports on one side of the paper only. Do not use photographs or multicolored graphics except as specifically approved by the Contracting Agency. Deliver original, camera-ready copies of final documents and reports to the Contracting Agency for a check before printing. Use "active voice" verb forms when writing documents and reports where feasible.

In addition to the hard copy deliverables, submit all final documents and reports in digital form as pdf files and as document files for current version of Microsoft Word (or appropriate Microsoft Office product). Any final deliverables created in Adobe InDesign or Adobe Illustrator shall include original design files.

B3.7.1 Reproduction and Distribution. When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Deliver items for reproduction single-sided, organized, and camera ready for copying and not stapled or otherwise bound. The Contracting Agency will be responsible for the distribution of all draft and final reports produced under this contract.

B3.7.2 Paper Copies. When the contract calls for more than one copy of documents or reports, print copies on both sides of the paper. However, print the cover and pages with approved illustrations, multicolored graphics, photographs, or estimates on one side of the page only. Comb-bind all copies; do not bind originals. For reviews, bind copies of estimates as the first item behind the cover of the specifications.

B3.7.3 Digital Copies. The Contracting Agency uses Microsoft Windows, Microsoft Office Suite (Word, Excel, et al.) and AutoCAD Civil 3D 2019 software. Submit all digital files in formats fully compatible with the Contracting Agency's software. Provide formal submittals on CD-R(W) or as approved by the Project Manager. Provide informal digital submittals as approved by the Project Manager, usually as e-mail attachments.

B3.7.4 Page Numbers. Number pages in all documents to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

B3.7.5 Covers. Include the following on the cover of all documents and reports:

- A. Name of document or report
- B. Date
- C. Indicate whether draft or final
- D. Project Name
- E. State and Federal Project Number(s)
- F. Prepared for: Alaska Department of Transportation and Public Facilities
- G. Prepared by:
- H. Map and/or picture of project area
- I. The preparation of this document was supported in part with financial assistance through the Airport Improvement Program from the Federal Aviation Administration (AIP Grant Number #) as provided under Title 49 USC § 47104. The contents do not necessarily reflect the official views or policy of the FAA. Acceptance of this report by the FAA does not in any way constitute a commitment on the part of the United States to participate in any development depicted therein, nor does it indicate that the proposed development is environmentally acceptable in accordance with appropriate public laws.

B3.7 Proofreading. Prepare reports and specifications, to the greatest extent possible, free of mathematical, grammar, spelling and typographical errors. The Contractor is responsible for professional proofreading of the documents to meet the intent of this requirement. All errors and omissions in deliverables will be corrected at the Contractor's expense.

B3.7.1 Quality Assurance Memo. Provide with each submittal a Quality Assurance memo signed by the person in responsible charge for the project, certifying that he/she has performed a quality control check on the items included in the submittal. A memo template will be provided by the Contracting Agency.

B3.7.2 Grammar. Documents must use "active voice" where feasible.

B3.8 Revisions. Modify work products in response to Contracting Agency direction. Consider corrections, adjustments, or modifications indicated during the review/approval process, but which do not substantially affect the scope, complexity, or character of the services, a normal part of Contractor services.

B3.8.1 Errors and Omissions. Except as described in this Statement of Services, submit complete work products. The Contracting Agency will not accept work products having significant errors or omissions until they are corrected.

B3.8.2 Comment Resolution. Provide with subsequent submittals a technical memo that clearly documents and explains all comments and changes from previous submittal. A comment template will be provided by the Contracting Agency upon request.

B3.9 Conflict of Interest. Do not represent any parties other than the Contracting Agency concerning this project.

ARTICLE B4 **PROJECT LOCATION, DESCRIPTION, & PHASES**

B4.1 General. The Federal Aviation Administration (FAA) requires each state maintain a comprehensive airport system plan and has dedicated grant funds annually to this effort. The FAA recommends updates to the plan continuously or, at a minimum every five years. Phase I of the current AASP spanned from 2008 to early 2013, with Phase II from 2013 to 2019. The project location consists of the various statewide public airports, with primary work and management conducted out of the Contracting Agency's Anchorage office. Tasks under this contract require project staff relating to aviation planning, civil and geotechnical engineering, website development and programming, public involvement, technical writing and review, and video production. The AASP website, which houses all aviation data for the Contracting Agency, requires further updates and expansion on both the public facing website and the internal portal.

B4.2 Description. Unlike a Master Plan that in-depth studies one specific airport, system planning projects looks at all components of an airport system and analyzes multiple datasets. FAA System Planning Advisory Circular 150/5070-7, Appendix D, notes the elements of standard system planning projects (located here). Alaska's AASP focuses on four main components over the five year span. Year one concentrations on the planning stage of the project and how to effectively and efficiently create and update components of the plan, year two and three conducts the inventory update and implements recommendations from the prior year and phases, year three to four analyzes updated information and the final portion of the project focuses on recommendations to improve Alaska aviation system, based on findings from analysis and studies. Tasks in additional years are contingent on available funding and Contracting Agency priorities.

B4.3 Phases. It is anticipated that the AASP will continue to be accomplished in multiple phases. Additional tasks and phases may be added by amendment; this scope of services is only for Phase III. The entire update is anticipated to take up to five years with different targets and focuses in each year of the plan. The process will include new priorities as determined by the process and in response to new issues that may arise across the system. Primary tasks spanning the first two years are listed below.

ARTICLE B5 **MANAGEMENT**

Note: Do not treat this Article as a distinct task. Apportion costs associated with the services described in this Article among other tasks required to accomplish the work.

B5.1 Performance Schedule. A schedule of services shall be part of each project assignment negotiated under this agreement. If the Contractor becomes aware of any reason why the project schedule may be delayed, such reason shall be identified in writing to the Project Manager within two working days of discovery.

B5.1.1 Timely Information. Provide timely information to the Contracting Agency for project-related services performed by Contracting Agency functional groups.

B5.1.2 Schedule changes. Expend every effort necessary to stay on schedule and to meet the contract delivery dates. Any schedule changes must be approved by the Project Manager. The Contractor agrees to expend all effort necessary to stay on schedule and meet the contract delivery dates.

B5.1.3 Progress Meetings/Reports. Attend progress meetings (typically every month for about an hour) with the Contracting Agency to review progress reports, invoices, and schedule. The Contractor is responsible to:

- Provide "exception reporting" of scheduled activities that are late, suspended, or significantly accelerated.
 - Explain why any activity is off schedule, or likely to become so.
 - Explain what corrective action(s) are being taken.
 - Discuss approaching events and milestones to be achieved over the next month at the meetings.
 - Keep minutes of all meetings and submit them to the Contracting Agency within five working days.
- Attendance at the meetings will be limited to:
- Contracting Agency Project Management staff and invited guests
 - Contractor project engineer/manager
 - Appropriate sub-consultants

B5.2 Project Coordination within DOT&PF. The Project Manager will coordinate any required services or activities of various functional groups. Do not initiate communication with the functional groups without the prior knowledge and consent of the Project Manager. Keep the Project Manager apprised of the nature of all such communications and provide the Contracting Agency with copies of meeting minutes. In the event any major issues or problems surface, consult the Project Manager for resolution. Provide timely responses to requests for information by the functional groups as identified within task descriptions.

B5.2.1 Federal Aviation Administration (FAA) Communication. Communications with the FAA regarding this project will be handled solely by the Contracting Agency, unless approved by the Project Manager.

B5.2.2 Contracting Agency and Public Coordination. Assist in coordinating with appropriate federal, state, and local government agencies, and the public, including special interest groups and organizations that potentially could be affected by the proposed project. Make no commitments on behalf of the Contracting Agency; any commitments for action or mitigation will be made by the Contracting Agency.

B5.2.3 Agency Meetings/Release of Information. Notify the Project Manager of all meetings with agencies, organizations, or individuals at least three working days in advance. Prior to such meetings, discuss the agenda for the meetings with the Project Manager to ensure that no inappropriate or incorrect information is disclosed. Do not release data collected under this agreement to any agency or to the public without prior approval. Document all meetings and telephone conversations concerning the proposed project. Forward original signed documents to the Project Manager.

The Contractor shall coordinate with appropriate federal (e.g., EPA, USFWS, COE, etc.), state (e.g. DEC, F&G, DNR - SHPO and Parks & Recreation), and local government agencies and the public, including special interest groups and organizations that could be potentially affected by the proposed project. The purpose shall be to inform these entities regarding the project and to allow them to identify concerns, suggestions and/or alternative solutions.

B5.2.4 Scoping. Submit all written material used to collect data for this project to the Contracting Agency for review and acceptance prior to its use or distribution.

B5.3 Correspondence. The Contractor shall submit all written material, letters, survey forms, etc., used to communicate information regarding the project to the Contracting Agency's Project Manager for review and acceptance prior to its distribution.

B5.4 Release of Information. The release of any project-related information must be approved by the Contracting Agency's Project Manager.

ARTICLE B6

SUMMARY OF CONTRACT SERVICES

B6.1 General. The State of Alaska Department of Transportation and Public Facilities Division of Statewide Aviation is seeking professional services to complete Phase III of the continuing Alaska Aviation System Plan (AASP) update. The prevailing AASP has been in the update process since 2008 and has developed many of the elements and deliverables of a typical aviation system plan. Some of the foundational elements, such as inventory, forecasts, issues identification, and classifications are ready for updates. The goals of the Phase III update is to review and refine work prior accomplishments and continue to develop the 20-year vision of Alaska's aviation system, make recommendations to achieve that vision, and develop the implementation plan.

While the AASP is a plan for the statewide system of airports, it must balance statewide aviation and transportation policies with region-specific, sub-region-specific, and classification-specific airport needs. This plan includes the DOT&PF airport system as well as other public airports across the State. The ultimate AASP will identify aviation system investment needs over the 20-year planning period and will develop recommendations to accomplish these system improvements.

As displayed in the Articles below, this five year plan shall have several main focuses:

1. Evaluating the prior AASP phases (Task 1) and update the Public Involvement Plan (Task 2);
2. Plan how to update the plan and inventory data for such a large system (Task 3);
3. Complete the inventory update (Task 4);
4. Analyze specific aspects of the system / activity forecasting (Task 5, 6, 7 and 8)
5. Tie all elements of the plan together and make recommendations (Task 9)

A more detailed Statement of Services and project schedule will be discussed and jointly produced during negotiations, as needed. All services shall be in accordance with FAA System Planning Advisory Circular 150/5070-7, Order 5100.38D, and any other applicable advisory circulars. The Contractor shall provide electronic copies of all data and documents collected or prepared during the study in original form (i.e., in Word, Excel, or other original format allowing edit).

B6.2 Contract does not guarantee amount of planning services

The Contracting Agency does not guarantee that the Contractor will be required to provide all of the services detailed in this Statement of Services nor that the Contractor will incur all of the costs. The Contractor may be asked to perform other services by amendment for the project beyond those defined in this contract.

ARTICLE B7

SYSTEM PLAN EVALUATION

(Task 1)

B7.1 Task 1.1. Prior Phase Evaluation.

The Contractor shall evaluate the effectiveness and outcomes of the prior two AASP phases to help guide the next five years and produce a narrative report with the findings. This task includes coordinating a planner meeting to review and discuss all findings. The evaluation shall include:

1.1.1 Issue Summary and Assessment of the Process. A summary of the issues identified at the initiation of the last AASP, whether the issue was addressed, and whether it should be considered for the next phase. Task includes analysis of all of the tasks and deliverables completed, any lessons learned, and any unresolved issues. The Contractor shall also compare the work completed over the last 5 years to Appendix D from AC 150/5070-7 and evaluate completed components versus existing gaps. This also includes preparation of a menu of issues, topics, tasks, and ideas that might be considered for the AASP, and a thorough analysis answering these questions:

1. Was the prior inventory thorough?
2. Did prior phase tasks assist in planning and development decisions?
3. Have other state and local planning agencies used the report?
4. Were special studies pursued that addressed important issues?
5. Were final Phase I and II recommendations implemented?

- 1.1.2 Priorities Survey.** Referencing the past AASP Topic Survey, the Contractor shall update questions, disburse to stakeholders (both within the Contracting Agency and public stakeholders), and analyze results.
- 1.1.3 Digital Process Review.** A holistic review of all AASP website information and reports and analysis of the accuracy of current inventory data and airport performance measures. Summary should include any visible data gaps in airport-related information, potential connections to other data sources and recommendations for updates, new reports, or other database enhancements. The Contractor shall research who has ownership over what data in the system and draft who needs to keep it updated.
The Contractor shall conduct a thorough review of Phase II's digital aviation project priority and programming processes (APEB) and the CIMP inspection process and provide recommendations for improvement while outlining any process gaps (e.g., system doesn't have a method for closing out all needs after Spending Plan) to be designed in Task 3.
- 1.1.4 State of the System Evaluation.** The Contractor shall compile current issues facing Alaska's aviation system, including things affecting users, pilots, air carriers as well as governmental agencies.
- 1.1.5 Schedule Recommendations.** The Contractor, in coordination with DOT&PF staff, shall discuss and recommend priorities for a four year roadmap for the remainder of the project and create an outline and schedule. The schedule must align with AC 150/5070-7 Appendix D system planning components and shall be discussed at the planner meeting.
- 1.1.6 Report and Planner Meeting.** The Contractor shall coordinate a planner meeting, prepare handouts, and write a brief narrative report, summarizing the conclusions and analysis, to be included in the final Phase III report.

Task 1.1 Deliverables:

- Issue Survey and Results
- AASP Evaluation and Gap Analysis Report
- Meeting handouts and notes
- Phase III schedule

B7.2 Task 1.2. AASP Airport Classification Update.

The Contractor shall review current State of Alaska airport classifications and, in coordination with the Contracting Agency, determine if revisions or additions are needed. Comparison data for analysis is available on the AASP website.

Task 1.2 Deliverables:

- Update classifications – verify if new classifications are needed and any recommend changes
- Update any classification changes on the AASP website
- Report: AASP Classification Update

ARTICLE B18
PUBLIC INVOLVEMENT
(Task 2)

B8.1 Task 2.1. Public Involvement.

The Contractor shall update the Phase II public involvement plan (PIP) using both traditional (i.e. public meetings, tradeshow, newsletters) and non-traditional (i.e. Facebook, blogs) methods. It will include outreach to DOT&PF staff, stakeholders, and the general public, including attendance at existing aviation and transportation events. The research will include lessons learned and challenges, particularly regarding those involved with the inclusion of nontraditional methods. The Contractor shall contact planners in Statewide Aviation and each Program Development field office to solicit ideas and identify existing public involvement events in the region at which the AASP might be featured and/or represented. The Contractor shall then produce a brief, updated PIP to use for future tasks and a Alaska Aviation fact sheet for disbursement at public events.

The Contractor shall create an initial email list that shall be used to get the word out about AASP status and deliverables and produce a standardized template style, in correlation with both prior phases and existing department standards, to be used for all documentation (ex. reports, newsletters, handouts) produced during Phase III.

The Contractor shall prepare for and hold monthly project status meetings with the Contracting Agency and document decisions made for 18 months. In addition, the Contractor and Contracting Agency shall have a short, weekly check-in call as needed and based upon amount of ongoing tasks. The Contractor shall prepare a brief digital news newsletter for distribution to DOT&PF staff or the public, on a quarterly basis for 18 months. This newsletter may include visual mapping of different components of the AASP as work is completed. Newsletter topics shall include current work on the contract as well as statistic and other information drawn from the system plan website.

Task 2.1 Deliverables:

- Public Involvement Plan update
- Quarterly newsletter (up to six)
- Fact Sheet
- Phase III standardized templates
- Status meetings (up to 18)
- Public tradeshow as needed

B8.2 Task 2.2. Adopt an Airport Work Group.

The Contractor shall review prior Phase II efforts on this task and determine next steps for program implementation, including up to two additional meetings with the work group to decide final aspects of the program. All program roll-out will be done by the Contracting Agency.

The Contracting Agency shall provide completed research to the Contractor for review. Topics include:

- Review Alaska DOT's current adopt-a-highway program and the Municipality of Anchorage's Adopt-a-Road program.
- Review other state's MOUs with land owners that own airports. Document this research to determine how to apply it to Alaska
- Examine program liability / possible policy procedure (P&P), if needed
- Review other states' adopt-an-airport programs (case study: Washington, Idaho or Montana)
- Determine which airports can be included legally
- Determine what tasks to include – brush cutting, approach clearance, litter cleanup, etc. (differs from highway program as airports have additional security and safety requirements). Create a one-page FAQ sheet that documents these tasks and how to complete them safely.
- If MOU research determines it is possible, create a blanket MOU with land owners to allow for volunteer maintenance
- Creation of any forms needed for participation

Task 2.2 Deliverables:

- Implementation plan on an Adopt an Airport program
- All brochures/forms for participation
- Assistance on communication plan for distribution
- Overview document of work group findings and program details

ARTICLE B9
AIRPORT INVENTORY PLANNING
(Task 3)

B9.1 Task 3. System Design and Inventory Planning.

Due to the large size of Alaska's airport system, this task is intended to prioritize work from Task 1 and make a detailed implementation plan. This task shall:

- prioritize, plan and design website enhancements,
- determine a methodology to complete a full airport inventory update on the website, including facility information and existing needs lists for the rural airport system,
- create a draft schedule for completion, and
- coordinate and collaborate with DOT&PF staff as needed.

Enhancements will then be planned out, designed and incorporated into a draft scope for a future Amendment, to be authorized under a separate NTP in Task 4. The Contracting Agency reserves the right to negotiate and add by Amendment, however, it is under no obligation to do so, and reserves the right to complete the services by any other means.

The Contractor, in coordination with the Contracting Agency, shall also review the existing Needs Book, determine new information to add, and produce designs. Needs Book Expansion shall also consider any new data fields proposed in other tasks. Programming of actual changes will be done in Task 4.4. This task shall also consider making the Airport Needs Book available for the public.

A preliminary list of additions will be reviewed by functional groups within the Contracting Agency before designs are drafted, containing information not limited to:

- APEB nomination history and justification
- Individual airport ACIP history
- Project programming information (expected/contingent years)
- Grant information
- PCI/PCN/gravel information
- CIMP deficiency totals – consider adding a section showing total deficiencies at an airport as well as A-C ratings and possibly trend information.

Task 3 Deliverables:

- Priorities, methodology and schedule for full inventory update
- Website enhancement designs
- Coordination meetings
- Needs Book design

ARTICLE B10 **AIRPORT INVENTORY UPDATE (NIC)** **(Task 4)**

B10.1 Task 4.1 System Condition and Need Update.

The Contractor shall update the AASP website's inventory information at the rural system airports across the State, where feasible, including airport physical characteristics, activity levels, environmental/land use related, navigational aids and weather data, local socioeconomic data, financial data where applicable, surface transportation characteristics, and capacity.

The Contractor shall update each airport needs list under the internal Needs sub-tab, to fully create the "one-stop shop" for all things aviation and fill data gaps determined by Task 1 and 3.

Task 4.1 Deliverables:

- Airport inventory data update – 240 rural airports (remove airports visited in Task 6)
- Airport needs list update – 240 rural airports (remove airports visited in Task 6)
- Updated Needs Book to publish on ADOT&PF's website

B10.2 Task 4.2 Data Connections.

Based on outcomes from Task 3, the Contractor shall expand the facility inventory database and create new connections with other existing systems. This task shall implement new components such as connections to:

- Management Reporting System (MRS)
- Maintenance Management System (MMS)
- Equipment Management System (EMS)
- Alaska Department of Commerce, Community, & Economic Development (DCCED)
- System of Airports Reporting (SOAR)
- Notam Manager

Task 4.2 Deliverables:

- Updated website information and connections

B10.3 Task 4.3. Inventory Reporting.

Using updated inventory information and based on collaboration in other tasks of this contract, the Contractor shall create new reporting tools within the Reports tab to improve future system review and analysis.

B10.4 Task 4.4. Needs Book Expansion.

The Contractor shall update the Airport Needs Book in coordination with the Contracting Agency and based upon results from Task 3.2.

Task 4.4 Deliverables:

- Updated Needs Book

ARTICLE B11 FLEET ANALYSIS (NIC) (Task 5)

B11.1 Task 5.1. System Fleet Mix Analysis.

Air carriers and fleet mixes in Alaska continue to change over time. Under this task, the Contractor shall review existing infrastructure to better understand if Alaska's airports are supporting the correct aircraft across the system. For example, Alaska Airlines' removal of the combi aircraft and transition to the 787-800 and 787-900 series can require airport infrastructure changes to accommodate larger aircraft. Other shifts, such as the Cessna 206 to the Cessna 208, affect smaller, rural airstrips across the state. Villages with lower airport classifications may not reach the 500 annual operations threshold for a critical aircraft designation, but may require that size of aircraft for fuel deliveries. These types of issues need to be analyzed from a system perspective.

Additional items to consider:

- Are 500 operations realistic to determine the critical aircraft for all places in Alaska? Are there other allowances that need consideration, such as firefighting operational needs, EAS service, etc.?
- What are upcoming major aircraft fleet changes and can the system handle changes?
- What physical/geographical/economical characteristics restrict how airports are used in Alaska?
- How are the needs at remote, off-road system airports different than those in centralized areas?
- Has Alaska's airport hub configuration changed in the past few years? Are more communities now using direct charters originating from Anchorage and Fairbanks to reach smaller airports, rather than traveling to the nearby hub first?
- Are enplanements and operational counts accurately depicted across the system? If not, what can be done to remediate the issue?
- How does future activity look across the system; are operations/enplanements increasing or decreasing? Is activity consistent across the state, hub areas, or by community? What is the correlation between airport characteristics (runway length, approaches, wind coverage, etc.) and use?

The Contractor shall also investigate current runway needs for medivac access at rural Alaska airports and detail advantages of specific runway lengths. They shall reach out to existing medivac carriers and determine typical aircraft type used in multiple areas across the state, then determine adequate length for access and feasibility of future changes in areas with similar fleet mix. Recommendations approved by the Contracting Agency shall be input by the Contractor into the AASP's airport need lists. The Contractor shall also depict gathered information (runway length, clinic and hospital locations, runway lengths, etc.) on several GIS maps and conclude with a short paper documenting findings.

If feasible, the Contractor shall add new inventory data fields, or update relevant existing ones, and reporting to the AASP website.

Task 5.1 Deliverables:

- GIS mapping and short report
- Updated website information as needed
- Report and recommendations

B11.2 Task 5.2. State Recommended Runway Length Standard Update.

This task remains Not in Contract until AC 150/53254B, Runway Length Requirements for Airport Design, is updated. This task will then review the previous minimum state standard length of 3,300' and determine feasibility. Is this number still accurate based on current conditions, on future conditions, or does it need to be updated? What other factors should be considered for length? The Contractor shall document current conditions and constraints, conduct a safety assessment and abbreviated fleet forecast, note current and future demands, and recommend improvements by airport and on a statewide basis, if feasible.

Task 5.1 Deliverables:

- Updated website information as needed
- Report and recommendations

ARTICLE B12
CIMP
(Task 6)

B12.1 Task 6.1. Pilot Coastal Airport Study.

Many areas across Alaska have similar issues plaguing airfields, such as coastal erosion, tundra settlement, extreme weather or rainforest conditions; all contributing factors to deterioration of runways, taxiways, aprons, buildings, visual aids, and other infrastructure required to operate a safe airport system. The Contractor shall conduct up to 21 CIMP inspections at airports clustered in the Yukon Kuskokwim Delta area, review existing conditions and other airport issues, and complete a deficiency analysis and report. Prior to the visits, the Contractor shall discuss issues with air carriers, airport managers, planners, engineers and residents. The inspection team shall include a design and/or materials engineer in addition to other relevant airport staff, but no more than three people.

After inspection, the Contractor shall:

- process all inspections on the AASP within ten business days of the trips,
- complete a full update to each airport needs list, including planning-level cost estimates,
- create a short report containing an overview of the airport cluster, current problems, and communication with stakeholders as well as detailed findings, and
- recommendations or applicable best practices to improve future projects in that area or to solve existing issues.

The detailed report shall review and compare the airports in the cluster. Other considerations may include: statistical analysis of deficiencies, material comparison, factors contributing to the specific areas' decay, high-level, innovative ideas to prolong useful life (runway, lighting, buildings, etc.), other observations, and recommendations for future development projects to solve some of the issues. If needed, the Contractor shall hold up to three meetings with the Contracting Agency to discuss.

Task 6.1 Deliverables:

- Up to 21 completed inspections, updated CIMP inspections, needs lists, and cost estimates
- CIMP cluster analysis, findings and recommendations

B12.2 Task 6.2 CIMP Work Group. (NIC)

This task shall begin after 6.1 is underway. The Contractor shall reconvene the CIMP Work Group to discuss lessons learned, ways to improve the program, and next steps in development of the application. The Contracting Agency shall assign any new work group members. The Contractor will hold up to three meetings via phone or in the Contractor's Anchorage office.

The Work Group shall review the program and determine future improvements. Examples may include:

1. Cleanup of existing process, as determined by the Work Group
2. Ability to run a report on all A, B, and C ratings in addition to deficiencies
3. Ability to search for specific key words or questions within the application
4. Consider DOT&PF process changes – inclusion of “closeout” inspection post capital project. What would this entail?
5. Including Part 139 inspection information to application for inspections
6. Syncing project/ACIP information to application or connecting program to other facets of the website (APEB/ACIP, etc.)
7. How to include CIMP process with construction completion.
8. Creation of an informative, standard drawing for within the application, showing what checklists need reviewing at a specific locations on an airport.

Task 6.2 Deliverables:

- Work Group meetings and notes
- Work Group recommendations
- Overview of discussions, lessons learned, next steps and needed improvements.

B12.3 Task 6.3. Inspection Reporting. (NIC)

The Contractor shall update and expand CIMP inspection reporting, including modifications to the existing report and addition of an overview page depicting the overall results of all checklist ratings. Other task considerations:

1. Inspection report to include overview of all deficiency ratings (A-F), noting sections and problem areas.
2. Inspection trend report (ability to view multiple inspections' data over time to compare)
3. Capability to print out entire inspection in a clear, readable format

This task shall determine closeout of the CIMP cycle. If a large-scale capital project is completed, is a CIMP done to override previous deficiencies? How is this tracked? The Contractor shall analyze and work with stakeholders to design the process.

Task 6.3 Deliverables:

- Multiple inspection deficiency reports
- Website capability to produce full inspection report or by checklist
- Application design wireframes and data structure, as needed
- Application Development/Production

B12.4 Task 6.4. Program Updates. (NIC)

The Contractor shall update, modify, and reprogram the inspection application and web-based data repository as needed to facilitate continued airport condition inspections. The update shall include new reporting features allowing for review of multiple prior inspections data and the ability to produce a full inspection report by checklist.

This task shall determine closeout of the CIMP cycle. If a large-scale capital project is completed, is a CIMP done to override previous deficiencies? How is this tracked? Based on the work group's recommendation, the Contractor shall refine the process on the AASP website.

Task 6.4 Deliverables:

- Multiple inspection deficiency reports
- Website capability to produce full inspection report or by checklist
- Application design wireframes and data structure, as needed
- Application Development/Production
- Full cycle closure

ARTICLE B13
ALASKA ACIP (NIC)
(Task 7)

B13.0 Task 7. Overview.

Phase II of the AASP designed and constructed the DOT&PF Spending Plan, or Alaska CIP, digitizing information in the website for staff use and improved program transparency. Once this new tool is populated, including all current projects in the system, related to Planning, Capital M&O, Various Grants, and Design and Construction projects, additional reporting features may provide valuable insight into the program and process.

B13.1 Task 7.1. ACIP Process Refinement (NIC)

This task shall continue to streamline the digital process based upon recommendations from prior tasks.

Task 7.1 Deliverables:

- Program updates

B13.2 Task 7.2. ACIP Reporting (NIC)

The Contractor shall review the program and recommend ACIP reporting. Topics may include:

- Overview page added to existing AIP Spending Plan report
- Funding type usage over time (e.g. past five years how much discretionary funding was obligated)
- Additional data fields
- Project type overview
 - E.g. for the past five years what percentage of projects per year funded M&O, or Planning, or Aeronautical Surveys

Task 7.2 Deliverables:

- New reporting features

ARTICLE B14
AIRPORT SYSTEM VIDEO (NIC)
(Task 8)

B14.1 Task 8.1. Airport Video Topic and TAC.

In coordination with the Contracting Agency, the Contractor shall create a Technical Advisory Committee (TAC) to complete a video and a press kit. The Contractor shall reference the existing Communications Plan from Phase I (Task 29H) for initial guidance for this work and, if determined necessary, refine it through discussions with the Contracting Agency and TAC in the early stages of this task.

The Contractor shall begin by conducting a brainstorming session with the Contracting Agency to finalize video topic, video focus and intended audience. Video topic shall centralize airport system planning in Alaska and is intended to be used as a tool for the public, legislators, and other stakeholders that may be unfamiliar with Alaska's airports. The Contractor then shall interview subject matter experts and determine locations to highlight. Selection of future video topics shall also be discussed. While only one video and a media kit are intended by this scope of work, the number and type of videos and

media kit produced shall be dependent on the input, direction and information provided by the Communications TAC as well as the budget and time available for this task.

The Contractor shall review both videos (Alaska Lifeline and Counting the Costs) from Phase I of the AASP to better understand the intended look and feel of this video.

Task 8.1 Deliverables:

- Updated Communication Plan
- Video topic and basic outline

B14.2. Task 8.2. System Planning Video.

The Contractor shall complete a video based upon Task 9.1 results, the updated Communication Plan, and coordinate a press kit. The Contractor shall complete a draft video script for review by the TAC and update it based upon comments.

Task 8.2 Deliverables:

- Draft script for video
- Five to eight minute video
- Video on CD and photo cases

ARTICLE B15
FINAL REPORT & IMPLEMENTATION PLAN (NIC)
(Task 9)

B15.1 Task 9.1 Final Report.

The Contractor shall consolidate all Phase III findings into a final report. Aligned with the Appendix D checklist of the FAA System Planning AC 150/5070-7, the report will include both findings, observations and recommendations to improve aviation in Alaska.

B15.2 Task 9.2 Brochures.

Pulling from the final report, the Contractor shall create an informative brochure. The brochure shall cover more than simply what Phase III completed, but display aviation statistics, observations, and recommendations from the plan.